

MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date:

August 28, 2013

Place:

CWCAC, Inc. Headquarters

1000 Highway 13

Wisconsin Dells, WI 53965

Board Members:

Present:

Bill Gomoll, Sandy Wormet, Rocky Gilner, John Atkinson,

Scott Beard, Bob McClyman, Muriel Harper, Jim Layman,

Dave Singer, Charlie Krupa, and John Earl

Absent:

John Wenum and Renee Greenland

Unexcused Absence: None

Staff Present:

Craig Gaetzke, Susan Tucker, Lisa Williams, Jim Dahlke,

Leticia Castillo, Maria Rosas, Wendy Losacker, Deb Anderson,

Brian Downey, and Linda Faivre

Guests:

Dr. Ken Root and Paul Buschman

Opening

1. Motion was made by Bill Gomoll to adopt the agenda. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

Motion was made by Bob McClyman to adopt the June 12, 2013 meeting minutes. Seconded by Scott Beard. Passed unanimously. MOTION CARRIED.

After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world. John welcomed guests Craig Gaetzke, Susan Tucker, Lisa Williams, Jim Dahlke, Leticia Castillo, Maria Rosas, Wendy Losacker, Deb Anderson, Brian Downey, Linda Faivre, Dr. Ken Root, and Paul Buschman.

Dr. Ken Root presented the 2013 Needs Assessment Survey Results. This report is required to be completed once every three years with questionnaires being sent to area food pantry users, service providers, and a random sample of 200 residential households from the general population in our five county service area. There was consistent agreement between the expressed needs of the low-income respondents and the perception of needs from the area service providers in identifying needs of low-income residents which include: Employment, Access to Dental Care, Transportation, Access to Medical Care, and Transitional Housing. Needs varied by county, with employment and access to dental

care dominant. Dr. Root commented that CWCAC is a leader in creating new programs to help area low-income residents. He suggested the agency assist in economic development, assist in preparing clients for employment opportunities, and facilitate other agencies to help meet the needs of low-income residents.

2. President's Comments

John thanked Dr. Root for his report. He mentioned the recent passing of former board member, Joe Garvin. Joan Smoke has accepted a position in Ohio and has resigned from the board; we await assignment of a new Sauk County elected official. He mentioned that our building projects are progressing well and provided positive comments on board and agency accomplishments through the years. Motion passed by unanimous vote tabling the approval of new board member, Letty Monetengro, Dodge County low-income rep, until the next board meeting.

3. Executive Director's Report

Fred mentioned his appreciation of support from the managers, staff, and board. The agency does receive a fair amount of publicity; however the best ambassadors of the agency are our board members. He discussed the success of our present committee structure. We will be producing an agency annual report by the end of September. Fred discussed concerns about Community Services Block Grant funding cuts; this grant provides critical funding for our agency. We plan to invite Letty Montenegro to participate on the PBP Committee. An attorney from Chicago contacted us about renting office space in our Wisconsin Dells building.

Motion was made by Bill Gomoll to approve the Executive Directors Report of August 28, 2013. Seconded by Bob McClyman. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

John welcomed Paul Buschman of WIPFLI who presented our 2012 Financial Audit results. The report on compliance of our major programs included Weatherization Assistance, TEFAP, Low-Income Home Energy Assistance, and Public Benefits, and WETAP. The audit reflected no findings which is a great accomplishment for our agency. Operating statistics reflected comparison of data to other Community Action Agencies across the United States. Our revenues decreased to 26% and expenses decreased to 21.8%. The agency only spends 4.8% on management and general expense; which is lower in comparison to other Community Action organizations. This means that 95.2% of funding goes out to serve clients. We currently operate 15 programs with Weatherization being the largest at 44.03% of total expenses. Total revenue in 2012 was \$5,899,929 and total expenses were \$5,464,622 with a change in net assets of \$435,307. Net assets at the beginning of 2012

were \$5,470,056; net assets at the end of 2012 were \$5,905,363. The Statement of Financial Position reflected a slight increase in total assets of \$9,087,686 compared to \$8,645,056 in 2011. The Statement of Cash Flows reflected total cash at year end of \$223,327 down from \$393,772 in 2011. Our 2012 expenditures were \$5.5 million. Unrestricted net assets reflected \$116,527. WIPFLI suggests we continue to find ways to increase this amount. Audit observations included Information Technology Access Rights related to the accounting software. The financial staff and the agency did an excellent job and was well prepared for the audit

Jim Dahlke presented a report on growth of the Rep Payee Program from July 2012 to August 2013 which included monthly revenue up 89.1% and monthly clients up 128.4%. Total monthly income from guardianships and conservatorships was \$1,005.

Motion was made by Bill Gomoll to accept the 2012 Financial Audit report as presented by Paul Buschman of WIPFLI with thanks for all their work on our audit and also the Budget & Finance Report of August 28, 2013. Seconded by Muriel Harper. Passed unanimously. MOTION CARRIED.

5. Committee Reports

a. PBP Committee

Bill Gomoll asked board members to review the PBP Committee report of July 12, 2013. Bill Gomoll called the meeting to order and roll call was taken with six members present. Motion passed by unanimous vote approving the agenda and minutes of the June 7, 2013 PBP Committee meeting. Ed presented the report on buildings maintenance and repairs. The three Federal Home Loan Bank grant applications (Home Rehab, Weatherization Deferrals, & Rolan's Senior Village) were submitted at the end of June. Groundbreaking for Rolan's is being planned for March of 2014. Waushara Industries will assume operation of the Wautoma Food Pantry by October 1st. The Rental Voucher/Section "8" program recently experienced a significant reduction in the areas of administrative fee structure and portability move-out fee. Weatherization Contract Funding has decreased from \$2,129,078 in 2012 to \$1,579,418 in 2013. We have completed 16 Car Loans so far in 2013. All grant funds for loans (\$57,900) has been expended so current program income from car loan payments (\$13,393) will be used for new loans. Renee reported she contacted the Homeless Shelter in Baraboo however no meetings are set up yet. We are waiting for civil engineer drawings for Rolan's Senior Village and engineering work on Lot 2. Motion was passed by unanimous vote approving a plaque to be presented to the Rio FFA for their hard work and \$10,000 donation to the Rio Food Pantry. The next meeting will be held on

August 9, 2013.

Bill Gomoll asked board members to review the PBP Committee report of August 9, 2013. Bill Gomoll called the meeting to order and roll call was taken with eight members present. Motion passed by unanimous vote approving the agenda and minutes of the July 12, 2013 PBP Committee meeting. Ed presented the report on buildings maintenance and repairs. Motion made by John Wenum for Ed to order a back awning and 9 inch fringe for front awning at Portage building at approximately \$1,500. Seconded by Joan Smoke. After discussion, motion was amended to include addition of "CWCAC, Inc." in 4 inch black letters on front awing. Seconded by Sandy Wormet. Passed by unanimous vote. The HOME Grant for Rolan's Senior Village was approved pending award of the Federal Home Loan Bank Grant funding. We anticipate completion of the HOME grant application for the Dells Senior Project in fall or winter of 2013. The Home Rehab Program has been suspended due to lack of program funds. Fred reported that Susan Tucker's staff will present the Point-in-Time Survey at the August board meeting. Renee reported on the warming center in Baraboo and the Madison Non-Profit Day is being held on October 29th. The next meeting will be held on September 13, 2013.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of July 12, 2013. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the June 7, 2013 EPF&A Committee meeting. Committee members reviewed the June election of officers. Motion passed by unanimous vote recommending full board approval of Jim Layman, Elected Official representing Dodge County, as fifth member of the EPF&A Committee. Our home rehab staff, Kathy Radcliff, will be on lay-off effective August 2nd due to lack of program funds. Jim Dahlke presented reports on the Golf Outing and Food Pantry Donations from January 1st - June 30th. The Rep Payee Program is very busy and we are now licensed by the State for up to 20 guardianships. Kari presented our Draft Financial Statements from WIPFLI for year ending December 31, 2012. The agency once again had no findings. Motion was approved by unanimous vote to commend and thank the Accounting team (Kari, Jim, & Jeff) on another fine audit and a job well done. Motion was passed by unanimous vote approving the 2012 Draft WIPFLI Audit. After review of committee structures, motion was made by Jim Layman and seconded by Dave Singer to continue the present committee structures as is. After further discussion motion was made by Muriel Harper and seconded by Dave Singer to amend the motion to now read, "Motion was

made to continue the present committee structures as stated in our bylaws." Motion was approved by unanimous vote. Fred reported on the Buddy Lee fundraising event "Christmas Toys for Kids" being held at Wintergreen on December 8th. New Beginnings was excluded from the WBEV Radiothon this year. The next meeting will be held on August 9, 2013.

John Earl asked board members to review the EPF&A Committee report of August 9, 2013. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the July 12, 2013 EPF&A Committee meeting. Diane Jepson was brought back from lay-off in June working 24 hours per week for the Rep Payee Program. Kari presented the Revenue & Expenditures Report for period ending June 30. 2013 and Jim presented the Balance Sheet for period ending June 30, 2013. A positive report was presented on the growth and expansion of the Rep Payee Program. Motion was passed by unanimous vote to approve the financial reports with thanks to Kari and Jim. The HOME Grant for Rolan's Senior Village has been approved pending award of the Federal Home Loan Bank Grant funding. The applicant for the Dodge County Low-Income Rep position will be forwarding us her board member application. Committee members congratulated Fred on the UW Colleges & UW Extension Chancellor's Award Recognition taking place in Madison on Thursday, September 12th. The August Board Meeting will include WIPFLI presenting our 2012 financial audit, Dr. Ken Root presenting our Needs Assessment Survey Results, Susan Tucker's staff reporting on the Point-In-Time Survey, Longevity Awards, and a potluck picnic. The next meeting will be held on September 13, 2013.

Motion was made by Jim Layman to accept the PBP and EPF&A Committee reports of July 12, 2013 and August 9, 2013. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

6. Program Reports

- a. Weatherization
- b. *Homeless*
- c. Hunger Reduction

Craig Gaetzke reported we on track with the Weatherization contract. Total clients served were 262 including 544 audits done and a service goal of 262. To date 201 freezers/refrigerators, 102 furnaces, 70 water heaters, and 90 windows were installed. Our Weatherization Unit and Program Manager, Chris Utley, has done an excellent job of spending down the contract. Program funds for our car loan program have expired,

however we're exploring the opportunity of submitting a cooperative application with other counties to receive additional funding. Susan Tucker presented the Homeless Unit Report. Total cost of all services was \$83,495.53 compared to \$68,552.46 in 2012 and amount of rental assistance paid was \$11,891.25 compared to \$12,277.05 in 2012. We continue to refer clients to landlords that may have housing openings. Homeless Unit Staff, Linda Faivre, Letty Castillo, Maria Rosas, Wendy Losacker, Deb Anderson, and Brian Downey presented their experiences conducting the Point-in-Time survey in July. Two times per year, service providers are required to go out in the community take a physical count of anyone who may be homeless. Lisa Williams presented the Hunger Reduction Program Report. There was a .003% increase in households served in May 2013 over 2012 corresponding with a 2% increase in donated and/or purchased foods and a 48% increase in the USDA commodities. There was a 7% increase in households served in June 2013 over 2012 corresponding with a 13% increase in donated and/or purchased food and a 42% increase in USDA commodities received. We currently have 99 Section 8 vouchers in place and are fully leased up according to our budget appropriation. The Turkey Raffle will be taking place at the Country Keg in November.

Motion was made by Scott Beard to accept the Weatherization, Homeless, and Hunger Reduction Reports of August 28, 2013. Seconded by John Atkinson. Passed unanimously. <u>MOTION CARRIED.</u>

7. Old Business

None

8. New Business

Motion was made by Bill Gomoll to accept the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, Finance & Audit Committee recommendation of appointing Jim Layman, elected official representing Dodge County, as 5th member of the EPF&A Committee for the 2013 – 2014 term." Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

Motion was made by Sandy Wormet to accept the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the 2013 Needs Assessment Survey Results as presented by Dr. Ken Root." Seconded by Charlie Krupa. Passed unanimously. **MOTION CARRIED.**

Motion was made by Bob McClyman to accept the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the 2012 Financial Audit as presented by Paul Buschman of WIPFLI, LLP." Seconded by Muriel Harper. Passed

unanimously. **MOTION CARRIED.**

Motion was made by Bill Gomoll to accept the Corporate Resolution which reads, "WHEREAS: Central Wisconsin Community Action Council, Inc. administers and manages the Rep Payee Program; and WHEREAS: Duties and responsibilities regarding Guardianships, Conservatorships, and Trusts are required to be performed by program staff on behalf of program clients; and WHEREAS: Program staff include Fred Hebert, Kim Lyga, Jim Dahlke, Diane Jepson and Robin Skala. Now there for let it be resolved: That Central Wisconsin Community Action Council, Inc. Board of Directors approves and authorizes the above named employees to act on behalf of Central Wisconsin Community Action Council, Inc. and clients of the Rep Payee Program regarding their Guardianships, Conservatorships, and/or Trusts." Seconded by Sandy Wormet. Passed unanimously. MOTION CARRIED.

John Earl offered congratulations and presented the 2013 Employee Longevity Recognition Awards. Certificates and watches were presented to Chuck Moran and Ed Czerkas for 25 years of service. Certificates were presented to Susan Tucker and Robin Skala for 15 years of service; Letty Castillo for 10 years of service; and Jeff Koch, Sarah Erickson, Joe Boettcher, and Maria Rosas for 5 years of five years of service. A certificate was also presented to board member, Charlie Krupa, for 5 years of service.

9. Next Meeting

Wednesday, October 23, 2013 @ 10:00 a.m.

10. Adjourn

Jim Layman made a motion to adjourn. Seconded by Bob McClyman. Passed unanimously. <u>MOTION CARRIED.</u>

Signed by:

The Hebert, Executive Director

9/30/13

Date